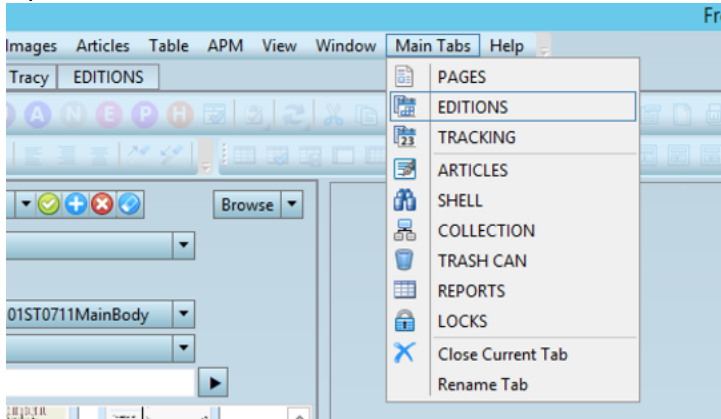


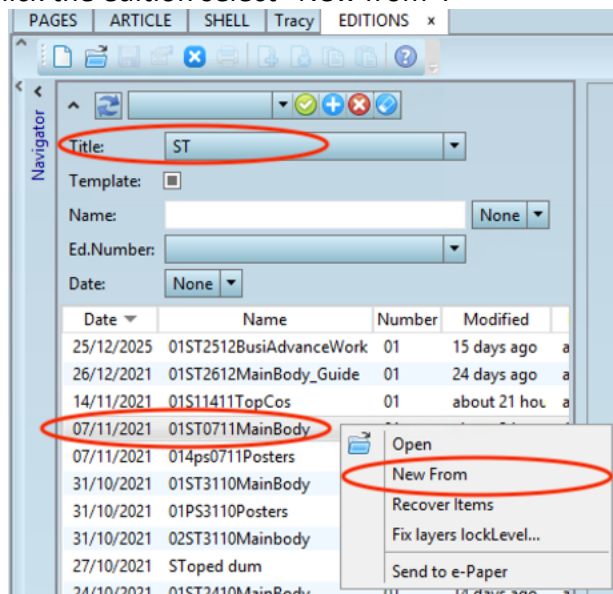
How to create ST final edition

Creating the final ST edition is similar to the process followed in GN3, save for the fact that we now copy ONLY the change pages. (Should one the change pages contain a turn, then page 1 – or whichever page contains the beginning of the turn story also needs to be copied)

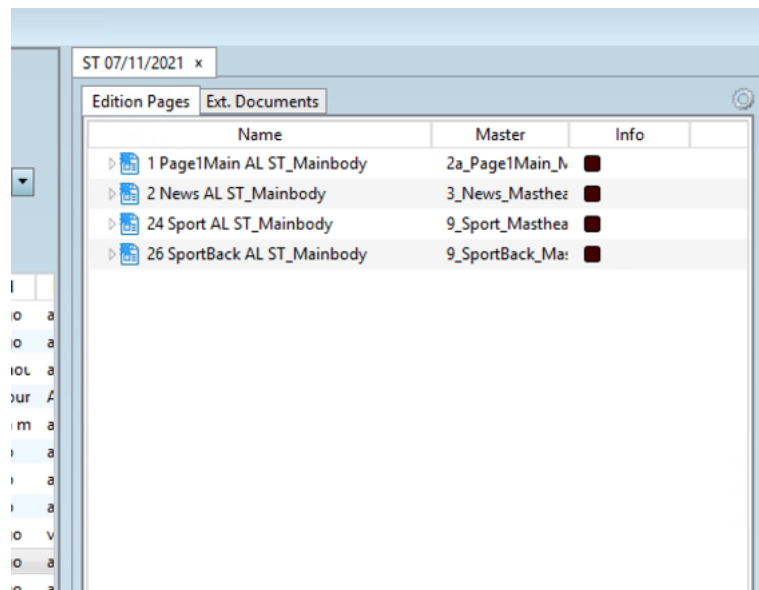
- 1) Open the Editions tab from the Main Tabs menu



- 2) Make sure that ST is selected as the title and locate the edition that you are going to copy from. Right-click the edition select "New from":

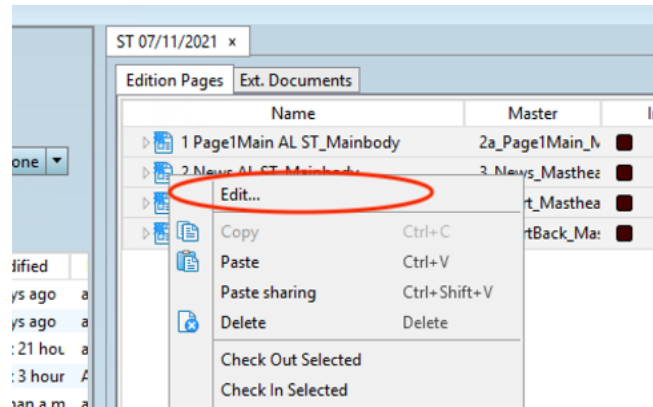


This will create a new edition from the first edition. All that's still left to do is to delete the pages that are not going to be resent from the new edition, change the workstate of the pages and name the new edition.

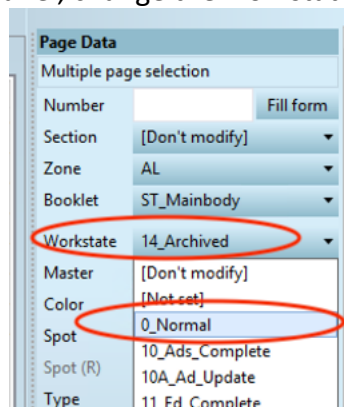


In this example, I am resending pages 1,2 and two sports pages.

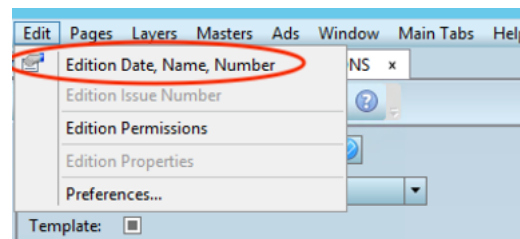
- 3) Select all of the pages, right-click and select the "Edit..." option from the resultant pop-up menu.



- 4) On the resultant page data panel, change the workstate from "Archive" to "normal"



- 5) Click on the edit menu and select Edition Date, Name and Number



- 6) Check the date is correct, change the edition number to 02 and give the edition a name (remember to delete the hyphen which is present in the Name field by default). Click OK

- 7) Click the save icon (or hit Ctrl +S or go to file→ save)
- 8) GN will show you the edition summary fields again – check them, if you are happy hit the save. Button.
- 9) GN will then ask you what it should rename the articles already attached to those pages – I usually just put the prefix “2nd” onto the articles – then click “Apply”, the click “OK”

Id	Name	Folder	Region	New Name	New Folder	New R...
166...	STsteenhu	/ST/Produ...	Print	STsteenhu	/ST/Produ...	Print
166...	ST24prasa	/ST/Produ...	Print	ST24prasa	/ST/Produ...	Print
166...	STwriteoff	/ST/Produ...	Print	STwriteoff	/ST/Produ...	Print
166...	STmbekkiikite	/ST/Produ...	Print	STmbekkiikite	/ST/Produ...	Print
166...	SP2410dayInHi...	/ST/Produ...	Print	SP2410dayInHi...	/ST/Produ...	Print
166...	SP2410Njabulo	/ST/Produ...	Print	SP2410Njabulo	/ST/Produ...	Print
166...	SP2410unplugg...	/ST/Produ...	Print	SP2410unplugg...	/ST/Produ...	Print
166...	SP2410BARCEL...	/ST/Produ...	Print	SP2410BARCEL...	/ST/Produ...	Print
166...	SP2410elClasico	/ST/Produ...	Print	SP2410elClasico	/ST/Produ...	Print
166...	SP2410Chelsea	/ST/Produ...	Print	SP2410Chelsea	/ST/Produ...	Print
166...	SP2410Amazulu	/ST/Produ...	Print	SP2410Amazulu	/ST/Produ...	Print
166...	NewSP2410T20	/ST/Produ...	Print	NewSP2410T20	/ST/Produ...	Print

JOB DONE!